

REQUEST FOR PROPOSAL NOTICE (ALZHEIMER'S AIDE – STATE FUNDS)
DECEMBER, 2018

TO: INTERESTED COMMUNITY SERVICE ORGANIZATIONS IN THE WESTERN CONNECTICUT AREA AGENCY ON AGING PLANNING AND SERVICE AREA.
FROM: CHRISTINA A. FISHBEIN, MBA, EXECUTIVE DIRECTOR
RE: REQUEST FOR PROPOSAL TO PROVIDE SUPPLEMENTAL STAFFING FOR ADULT DAY CARE CENTERS (ADC) IN THE WESTERN CT AREA THAT SERVE ALZHEIMER CLIENTS WHO ARE AGE 60+

The Western CT Area Agency on Aging, Inc. is requesting proposals from existing Adult Day Care Centers that would like to receive partial funding for an aide's position, **IN ORDER TO INCREASE THE NUMBER OF ALZHEIMER clients served by the ADC from the Western CT. Area**; all clients served under these awards must be age 60+. See "Selection Criteria" in the following for details.

AMOUNT AVAILABLE: Exact amount to be determined by CT. State Budget

GRANT PERIOD: July 1, 2019- June 30, 2020

APPLICATION DUE DATE: FRIDAY, MARCH 8, 2019
4 PM (NO EXTENSIONS)

MAIL OR DELIVER APPLICATION MATERIALS TO: WCAAA
84 Progress Lane
Waterbury, CT 06705

ELIGIBLE CENTERS:

Any existing municipal, non-profit or proprietary EXISTING Adult Day Care Center that a) agrees to meet the "Terms and Conditions" for the program, b) demonstrates successful completion of the peer review process CT Association of Adult Day Care Centers (CAADCC), and c) can demonstrate capacity to provide services for clients age 60+ with Alzheimer's or related diseases using cost effective measures. Existing Adult Day Care Centers must also be able to provide documentation showing that they meet the specifications in the Program Description Section.

MAXIMUM NUMBER OF POSITIONS: One (1) Part-time position will be funded per Adult Day Care Center.

CONTACT FOR FURTHER INFORMATION: Christina Fishbein, Ex. Dir. or
Marjorie Malaspina, Director of Finance, WCAAA
office: 203-757-5449

WCAAA DECISION DATE (BY BOARD OF DIRECTORS): June 21, 2019

THE WCAAA BOARD OF DIRECTORS RESERVES THE RIGHT TO NEGOTIATE WITH ANY/ALL APPLICANTS; FURTHERMORE, THE FUNDING FOR THESE SERVICES IS SUBJECT TO THE STATE OF CT. BUDGET APPROPRIATION FOR THE PERIOD SPECIFIED ABOVE.

REQUEST FOR PROPOSALS
PART I - PROGRAM DESCRIPTION

INTRODUCTION: In September, 1984, the CT. State Department on Aging conducted a survey of the services provided to the victims of Alzheimer's disease and related disorders in Adult Day Care Centers. From this survey, the following two fundamental conclusions were reached that are still current and applicable:

1. Victims suffering from Alzheimer's disease require more care and supervision than the overall day care population. The 28 centers responding indicated that, although the normal client-staff ratio was 5.7:1, the maximum client-to-staff ratio for providing services for Alzheimer's clients was 3:1;

2. The majority of the extra care needed by these clients involves tasks requiring less skilled staff; however, these tasks are often being provided by professionals or para-professionals. Further analysis of the data suggests that one of the main reasons this occurs is many Adult Day Care Centers do not have adequate numbers of aides to assist these clients.

On the basis of the above, State of Connecticut Department on Aging, now known as the State Unit on Aging, initiated a program to fund positions of part time aides for Adult Day Care Centers which are willing to increase the number of Alzheimer's clients they serve (in addition to the number of clients that they would be able to serve without state funding assistance). Responsibility for administering the service was initially shared between the State Unit on Aging and the Area Agency on Aging. In 1986, the Agencies on Aging assumed the full responsibility for the administration of the program. Each AAA must meet outcome measures associated with federal and state awards. The outcome measure for this funding is that at least 30% of elderly persons are not admitted to a long-term care institution for six months while receiving initial adult day care services. The CT State Unit on Aging then, is the recipient of the funds which are passed to the five AAAs for awarding to certified adult day care centers.

PROGRAM GOAL: The goal of the Alzheimer program funding is to increase the accessibility of Adult Day Care services to victims of diseases in the Alzheimer medical-social syndrome, providing family/clients with needed care and family caregivers with needed respite.

CLIENT DESCRIPTION: This funding is intended to serve individuals with irreversible and deteriorating dementias of the Alzheimer type. Specific diagnoses that would qualify include Alzheimer's, Pick's and Jacob Disease Syndrome Frontal Lobe and Senile Dementia of the Alzheimer Type (SDAT). Patients who have been given a generic diagnosis must have had a sufficient medical evaluation to rule out unrelated conditions such as depression, TBI, multi-infarct disease, alcoholism or drug interactions.

Patients will be expected to have a physician with whom the ADC can work on the client's behalf and who will certify by letter that he/she has completed an appropriate medical examination/work-up showing that the patient's diagnosis is an irreversible and deteriorating dementia of the Alzheimer type.

DEFINITION OF ADULT DAY CARE CENTER: Adult Day Health (adult day care) is defined as a program of services provided in a congregate care setting for a scheduled number of hours per week for individuals who require 24-hour care. Elements of an adult day health program are directed toward meeting the supervision, health maintenance and restoration needs of participants. There are also socialization elements in the program which, by overcoming the isolation so often associated with illness in the aged and disabled, are considered vital for the purpose of fostering and maintaining the maximum possible level of health and wellbeing.

SPECIFIC APPLICANT REQUIREMENTS: Each participating ADC will be expected to provide comprehensive services appropriate for patients with this type of disorder. To be considered, applicant ADCs must meet the following criteria:

- Evidence of compliance with all local and state zoning, licensing, fire and safety requirements as

well as successful completion of the CAADCC peer review process (documentation must be submitted).

- Individual care plans must be available and the ADC must agree to operate in accordance with the Standards for Adult Day Care Centers in CT.
- A planned, meaningful, well-balanced program of activities shall be provided at each center in order to enhance the participant's wellbeing and maximize individual functioning, prevent deterioration and to stimulate social interaction and creative/productive endeavors. The current weekly schedule of activities shall be posted at a location convenient to participants, staff and caregivers. Recreational therapy should be provided under the supervision of a licensed/certified recreational professional.
- Services provided by each funded center shall include but not be limited to exercise, nutrition, health monitoring (such as but not limited to blood pressure screening), licensed nursing supervision (such as but not limited to developing appropriate care plans, assistance with medications and general nursing care), active and passive recreation, grooming, hygiene, activities designed to maximize the individual's cognitive and functional ability. Centers that provide or arrange for clients' transportation will be favored. Centers should also provide caregiver support, family/caregiver counseling and/or training.
- Adult Day Care Centers will be required to provide assurances that:
 - a) the center(s) have appropriately licensed professional staff who can provide supervision of aides and the professional services needed by an Alzheimer's Disease patient,
 - b) aides hired with these funds will be given appropriate initial and on-going training in both physical care of and methods of interaction with these patients,
 - c) patients served with these funds will have a physician with whom the center can work who will certify by letter that he/she has done an appropriate medical assessment and that the patient's diagnosis is an irreversible and deteriorating dementia of the Alzheimer's type (ex: Alzheimer Disease, Picks Disease and Jacob Disease Syndrome Frontal Lobe and Senile Dementia, of the Alzheimer type),
 - d) records on daily attendance are maintained and documentation is kept on each unduplicated client under this program sufficient to establish that the client is in fact a medically documented victim of Alzheimer's Disease or a related dementia.

ROLE OF THE AIDE: It is assumed that the aides hired under this program will work in conjunction with professional staff who will provide the skilled care patients need. The type of tasks an aide would be expected to perform under appropriate supervision may include the following: assisting clients to enter/exit transportation vehicles, removing/putting on outer-wear, taking attendance, providing light snacks, feeding, toileting, assisting patients to ambulate, supervising PASSIVE RECREATION, monitoring wandering, and assisting professional staff in providing reality orientation or motivation therapy.

FUNDING: The Western Connecticut Area Agency on Aging, Inc. expects that we will be able to fund 3-5 part time aide positions with the funding available. Each position requested will be evaluated on the basis of its appropriateness for the particular applicant ADC. Related issues under consideration for funding will include current and proposed client-staff ratios, hours of operation, the number of Alzheimer clients served in the past and the number proposed for future service under the grant, plus the

proposed costs in relation to the benefits to be obtained.

These grant funds may be utilized to pay a portion of the salary and/or fringe benefits of part time aides with the specific purpose of increasing services for Alzheimer clients. It is assumed that each aide hired under this program will enable the ADC to care for additional Alzheimer patients as opposed to regular ADC clients. Funding from this grant is expected to pay only EXTRA COSTS THAT ARE CAUSED BY THE NATURE OF THESE CLIENTS' AILMENT - not the entire cost of providing day care to these clients. Adult Day Care Centers must provide the full range of required services under one daily rate without additional charges/cost of care from traditional sources - e.g. client/family payments, government per diems, local government support, private non-profit grants, etc.

It is likely that no award will exceed \$11,000 to support a portion of the part time aide's salary and fringe benefits for the specified 12-month period. In cases where the prevailing wage rate is higher than the program can support, the Adult Day Care Center must absorb any additional costs associated with higher salaries and fringe benefits.

REQUIRED DATA COLLECTION ACTIVITIES AND REPORTS: Information to be compiled and submitted quarterly including the number of Alzheimer clients served in a manner that provides an unduplicated client count for the quarter and year-to-date. In addition, the report will include the number of days/hours of service provided to persons with Alzheimer quarterly. The program financial reports shall be submitted by October 18, 2019, January 18, 2020, April 17, 2020, and July 17, 2020. **Providers must report on a quarterly basis, the number of hours the part time aide has worked. This information must be reported to the State Unit on Aging through logging in the WCAAA's MIS system or other mechanism.**

Payments under this grant are made on the basis of expenditures reported in the quarterly financial reports (same due dates as above). Payments may be withheld if the ADC as grantee fails to submit the required reports in a timely fashion or if the grantee fails to document that expenses have been appropriately charged to this project. Grants may be terminated if the grantee fails to provide the service promised or fails to serve the agreed upon number of Alzheimer clients.

PART II - PROCUREMENT PROCESS

SUBMISSION OF APPLICATIONS

Applicants must submit (1) original with signatures and five (5) copies of their applications to:
WCAAA
84 Progress Lane
Waterbury, CT 06705

APPLICATIONS MUST BE RECEIVED NO LATER THAN THE CLOSE OF BUSINESS (4:00 P.M.) ON MARCH 8, 2019 (NO FAXED COPIES WILL BE ACCEPTED). All applications must be securely bound/staple (no paper clips/loose paper). PLEASE DO NOT RENUMBER THE PAGES. Grantees will be selected by the WCAAA Board of Directors on June 21, 2019. ALL GRANTEEES MUST BE WILLING TO BEGIN THE OPERATION OF THIS PROGRAM ON JULY 1, 2019.

SELECTION CRITERIA

The following criteria (in addition to any other deemed to be appropriate by the WCAAA or imposed by State and Federal law/ regulations) will be WCAAA's guide when considering proposals:

NEED - Number of Alzheimer clients enrolled who would otherwise not be served,

SERVICE – Total number of Alzheimer clients served last SFY.

PROGRAM OPERATION/DESIGN - Quality and appropriateness of available care and projected services specifically designed for: a) the Alzheimer client; b) all ADC clients in relation to RFP specified services; and c) projected services specifically designed for the Alzheimer client.

EXPERIENCE - The grantee's experience in providing care to clients with Alzheimer disease.

CARE CONTINUITY - Proposed networking of services.

STAFFING - Proposed level and quality of professional staff who will be in direct contact with the clients as service providers.

COST EFFICIENCY/EFFECTIVENESS - The cost of providing quality care for the proposed clients in the proposed setting/facility as opposed to other settings/facilities.

REJECTION OF PROPOSALS

The Western CT. Area Agency, Inc. reserves the right to reject any/all proposals or portions thereof, received as a result of this request or to negotiate separately with any source of service in any manner necessary to ensure quality services for persons with Alzheimer's disease, to cancel the RFP if it is in the best interest of the WCAAA, or amend/cancel the RFP if current state funds are not available/unknown restrictions exist.

No faxed copies will be accepted.